

## **LAW CLERK**

### **DISTINGUISHING FEATURES**

The fundamental reason the Research Attorney exists is provides professional-level legal research, analysis, and drafting, producing draft opinions that serve as the basis for official opinions issued or required by staff attorneys (Assistant City Attorneys, Deputy City Attorneys, and the City Attorney) in the City Attorney's Office. Under general direction, and with minimal supervision, identifies and analyzes specific key issues, ascertains the most appropriate legal resources, authorities, or analogous law for the particular situation, determines the most efficient methods for developing the optimum work product for staff attorneys under the circumstances, and exercises judgment on the point at which the potential for additional meaningful information to be gained by further research no longer merits additional research time. This position drafts a variety of legal documents for staff attorney review, conducts case-specific research and drafts pleadings or other documents for various stages of the litigation process. This classification is not supervisory. Work is performed under the general direction of a Deputy City Attorney. The Research Attorney is distinguished from the Assistant City Attorney by the latter's ability to provide legal representation and holding a membership in the Arizona State Bar Association.

### **ESSENTIAL FUNCTIONS**

Performs in-depth analysis and prepares analytical memorandums of research results, conclusions, and opinions as to probable application of findings to particular situations. Complicated issues must be explained and discussed in clear, concise form.

Prepares preliminary drafts of legal opinions, memoranda, or letters, for staff attorneys, based on such research.

Provides research to assist staff attorneys in answering requests for information or advice from City officers or staff.

Conducts research on substantive and procedural litigation issues.

Prepares preliminary drafts of motions, memos, briefs, and opinions, as directed by litigation attorneys.

Exercises independent analysis in developing legal theories to support City's position.

Reviews electronic news subscription feeds on continual basis to keep abreast of new court decisions and legislative activities that may relate to municipal organizations, and advises staff attorneys of relevant developments.

Maintains sound working relationship with all staff attorneys, maintaining awareness of their concerns, needs and priorities.

Assists in developing standard form documents.

Reviews summaries of pending legislation, and refers to appropriate staff attorneys for review and comment.

Conducts research for, and prepares drafts of conflict of interest opinions.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:

Legal terminology, principles, procedures, analysis, and research methods.

Microsoft Office software, specifically Word

Legal research programs including at a minimum WESTLAW or LEXIS.

Ability to:

Perform legal research and use computer assisted legal research tools (Westlaw or Lexis)

Analyze, appraise and organize facts and evidence and present material in a concise and logical manner.

Review and interpret legal documents, statutes, ordinances and cases.

Keep work projects organized and prioritize work assignments.

Work with minimum direction and supervision to produce quality work under pressure.

Communicate professionally and effectively, both orally and in writing

Coordinate visual and muscular dexterity to enter data or information into a PC

Prioritize and meet changing deadlines

Communicate effectively with city officials, co-workers, and the public.

Operate a variety of standard office equipment including a computer terminal, telephone, copier and fax machine requiring continuous and repetitive arm, hand and eye movement.

Be proficient in using a personal computer, a variety of computer software, and other equipment essential to performing daily activities.

Maintain regular consistent attendance and punctuality.

### **Education & Experience**

Requires a Juris Doctor degree from a school of law accredited by the American Bar Association and one year of legal practice experience.

FLSA Status: Exempt

HR Ordinance Status: Unclassified